

**DEPARTMENT OF EDUCATION
SPECIAL EDUCATION PROGRAMS**

**Volunteers of America
West Oaks**

Accountability Review - Focus Monitoring Report 2007-2008

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Dates of On Site Visit: November 2, 2007

Date of Report: December 12, 2007

4 month update due: April 12, 2007

8 month update due: August 12, 2007

Program monitoring and evaluation.

In conjunction with its general supervisory responsibility under the Individuals with Disabilities Education Act, Part B, Special Education Programs (SEP) of the Office of Educational Services and Support shall monitor agencies, institutions, and organizations responsible for carrying out special education programs in the state, including any obligations imposed on those agencies, institutions, and organizations. The department shall ensure:

- (1) That the requirements of this article are carried out;
- (2) That each educational program for children with disabilities administered within the state, including each program administered by any other state or local agency, but not including elementary schools and secondary schools for Indian children operated or funded by the Secretary of the Interior:
 - (a) Is under the general supervision of the persons responsible for educational programs for children with disabilities in the department; and
 - (b) Meets the educational standards of the state education agency, including the requirements of this article; and
- (3) In carrying out this article with respect to homeless children, the requirements of the McKinney-Vento Homeless Assistance Act, as amended to January 1, 2007, are met. (Reference- ARSD 24:05:20:18.)

State monitoring--Quantifiable indicators and priority areas.

The department shall monitor school districts using quantifiable indicators in each of the following priority areas, and using such qualitative indicators as are needed to adequately measure performance in those areas:

- (1) Provision of Free Appropriate Public Education (FAPE) in the least restrictive environment;
 - (2) Department exercise of general supervision, including child find, effective monitoring, the use of resolution meetings, mediation, and a system of transition services as defined in this article and article 24:14; and
 - (3) Disproportionate representation of racial and ethnic groups in special education and related services, to the extent the representation is the result of inappropriate identification. (Reference-ARSD 24:05:20:18:02.)
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State enforcement -- Determinations.

On an annual basis, based on local district performance data, information obtained through monitoring visits, and other information available, the department shall determine whether each school district meets the requirements and purposes of Part B of the IDEA...

Based upon the information obtained through monitoring visits, and any other public information made available, Special Education Programs of the Office of Educational Services and Support determines if the agency, institution, or organization responsible for carrying out special education programs in the state:

- Meets the requirements and purposes of Part B of the Act;
- Needs assistance in implementing the requirements of Part B of the Act'
- Needs intervention in implementing the requirements of Part B of the Act; or
- Needs substantial intervention in implementing the requirements of Part B of the Act. (Reference- ARSD 24:05:20:23.04.)

Deficiency correction procedures.

The department shall require local education agencies to correct deficiencies in program operations that are identified through monitoring as soon as possible, but not later than one year from written identification of the deficiency. The department shall order agencies to take corrective actions and to submit a plan for achieving and documenting full compliance. (Reference-ARAD 24:05:20:20.)

GENERAL SUPERVISION

ARSD: 24:05:30:06. Form of notice. The notice must be written in language understandable to the general public and provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the local education agency shall take steps to ensure that the notice is translated orally or by other means to the parent in the parent's native language or other mode of communication, that the parent understands the content of the notice, and that there is written evidence that the requirements in this section have been met.

FINDINGS:

Through file reviews the team concluded the agency does not fill out the prior notice for evaluation. The only part of the prior notice that is marked is the evaluations which will be given. Prior notices for meetings were also not completed.

Corrective Action: Document the specific activities and procedures that will be implemented and the data/criteria that will be used to verify compliance.	Timeline for Completion	Person(s) Responsible	(SEP Use Only) Date Met
Activity/Procedure: West Oaks will ensure all students to be evaluated will have a prior notice completed containing all required content. Data Collection: West Oaks will submit to Special Education Programs copies of all prior notices for evaluations and meetings.	January 15 th 2008 ongoing	West Oaks	

4 month Progress Report:

8 month Progress Report:

12 month Progress Report:

Corrective Action: Document the specific activities and procedures that will be implemented and the data/criteria that will be used to verify compliance.	Timeline for Completion	Person(s) Responsible	(SEP Use Only) Date Met
Activity/Procedure: West Oaks will ensure all students will have a prior notice for all meetings completed containing all required content. Data Collection: West Oaks will submit to Special Education Programs copies of all prior notices for evaluations and meetings.	January 15 th 2008 ongoing	West Oaks	

4 month Progress Report:
8 month Progress Report:
12 month Progress Report:

ARSD: 24:05:25:04. Evaluation procedures -- General. School districts shall ensure, at a minimum, that evaluation procedures include the following:

(1) Assessments and other evaluation materials are provided and administered in the child's native language or by another mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer. In addition, assessments and other evaluation materials:

(a) Are used for the purposes for which the assessments or measures are valid and reliable; and

(b) Are administered by trained and knowledgeable personnel in conformance with the instructions provided by their producer;

(2) Assessments and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient;

(3) Assessments are selected and administered so as best to ensure that if an assessment is administered to a child with impaired sensory, manual, or speaking skills, the assessment accurately reflects the child's aptitude or achievement level or whatever other factors the assessment purports to measure, rather than the child's impaired sensory, manual, or speaking skills except where those skills are the factors which the assessment purports to measure;

(4) No single measure or assessment is used as the sole criterion for determining eligibility or an appropriate educational program for a child;

(5) A variety of assessment tools and strategies are used to gather relevant functional, developmental, and academic information about the child, including information provided by the parents, that may assist in determining:

(a) Whether the child is a child with a disability; and

(b) The content of the child's IEP, including information related to enabling the child:

(i) To be involved in and progress in the general education curriculum;

(6) Technically sound instruments, assessment tools, and strategies are used that:

(a) May assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; and

(b) Provide relevant information that directly assists persons in determining the educational needs of the child;

(7) The child is assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities; and

(8) The evaluation is sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not commonly linked to the disability category in which the child has been classified.

Findings:

Through file reviews the team concluded evaluations are being completed before a prior notice is sent. The timelines are not met for students. Reevaluations are not completed within the 3 years. Students are not assessed in all areas of suspected disability. The majority of students at this agency have behavior concerns and there are no behavior evaluations completed. Students have speech as a related service and there are no speech evaluations. There is no determination of eligibility for students. The files lack written reports and Multidisciplinary Team Reports for students with a Specific Learning Disability. There are no observations for Students suspected of a Specific Learning Disability. Students with cognitive delays have not been given an adaptive behavior assessment. In most files the team could not determine how the agency determined the eligibility for students. There were no meetings held after the evaluations were completed.

Present levels:

Corrective Action: Document the specific activities and procedures that will be implemented and the data/criteria that will be used to verify compliance.	Timeline for Completion	Person(s) Responsible	(SEP Use Only) Date Met
Activity/Procedure: West Oaks will make a list of all students and when their 3 year evaluations are due. Data Collection: This list will be sent to the Special Education Programs.	January 15, 2008	West oaks	

4 month Progress Report:

8 month Progress Report:

12 month Progress Report:

Corrective Action: Document the specific activities and procedures that will be implemented and the	Timeline for Completion	Person(s) Responsible	(SEP Use Only)
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data/criteria that will be used to verify compliance.			Date Met
Activity/Procedure: West Oaks will complete the permission to evaluate on each student needing an evaluation and the team will decide what evaluations are needed. This must be a comprehensive evaluation for determining eligibility for special education in South Dakota including need for related services. This will meet all timelines for all students. Data Collection: All permissions to evaluate will be sent to the Special Education Programs.	January 15 th 2008 and ongoing	West Oaks	
Corrective Action: Document the specific activities and procedures that will be implemented and the data/criteria that will be used to verify compliance.	Timeline for Completion	Person(s) Responsible	(SEP Use Only) Date Met
Activity/Procedure: An evaluation report will be completed on every student which will show determination of eligibility, and meet all timelines. Data Collection: A copy of each report will be sent to Special Education Programs no later than 3 days after the meeting.	January 15 th 2008 and ongoing	West Oaks	

4 month Progress Report:
8 month Progress Report:
12 month Progress Report:

ARSD: 24:05:27:01.03. Content of individualized education program. Each student's individualized education program shall include:

(1) A statement of the student's present levels of academic achievement and functional performance, including:

(a) How the student's disability affects the student's involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled students); or

(2) A statement of measurable annual goals, including academic and functional goals, designed to:

(a) Meet the student's needs that result from the student's disability to enable the student to be involved in and progress in the general education curriculum; and

(b) Meet each of the student's other educational needs that result from the student's disability;

For students with disabilities who take alternate assessments aligned to alternate achievement standards, each student's IEP shall provide a description of benchmarks or short-term objectives;

(3) A statement of the special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student, or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student:

(a) To advance appropriately toward attaining the annual goals;

(b) To be involved and make progress in the general education curriculum in accordance with this section and to participate in extracurricular and other nonacademic activities; and

(c) To be educated and participate with other students with disabilities and nondisabled students in the activities described in this section;

(4) An explanation of the extent, if any, to which the student will not participate with nondisabled students in the regular class and in activities described in this section;

(5) A statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the student on state and district-wide assessments consistent with § 24:05:14:14. If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or district-wide assessment of student achievement, a statement of why:

(a) The student cannot participate in the regular assessment; and

(b) The particular alternate assessment selected is appropriate for the student;

(6) The projected date for the beginning of the services and modification described in this section and the anticipated frequency, location, and duration of those services and modifications;

(7) A description of how the student's progress toward the annual goals described in this section will be measured and when periodic reports on the progress the student is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided;

(8) Beginning not later than the first IEP to be in effect when the student turns 16, or younger if determined appropriate by the IEP team, and updated annually thereafter, the IEP shall include:

(a) Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, if appropriate, independent living skills; and

(b) The transition services (including courses of study) needed to assist the student in reaching those goals; and

(9) Beginning not later than one year before a student reaches the age of majority under state law, the student's individualized education program must include a statement that the student has been informed of his or her rights under Part B of the Individuals with Disabilities Education Act, if any, that will transfer to the student on reaching the age of majority consistent with § 24:05:30:16.01.

Findings:

The team concluded through file reviews the agency does not have present levels of performance documented that show students strengths, weaknesses, parent input or how the disability affects the student's involvement and progress in the general curriculum. Annual goals do not list the condition, performance and criteria. The goals for transition students do not link to the evaluations completed. Some related services in counseling and speech/language do not have any goals listed. The Dakota Step state assessment is the only state assessment given to students. The Stanford writing assessment has not been given to students.

Corrective Action: Document the specific activities and procedures that will be implemented and the data/criteria that will be used to verify compliance.	Timeline for Completion	Person(s) Responsible	(SEP Use Only) Date Met
Activity/Procedure: West Oaks will write all IEPs having correct content. Data Collection: A copy of each IEP will be sent to Special Education Programs.	January 15th 2008 ongoing	West Oaks	

4 month Progress Report:

8 month Progress Report:

12 month Progress Report:

24:05:28:02. Continuum of alternative placements. Alternative placements which must be made available include the following:

- (1) Regular educational programs with modification;
- (2) Resource rooms;
- (3) Self-contained programs;
- (4) Separate day school programs;
- (5) Residential school programs;
- (6) Home and hospital programs; and
- (7) Other settings.

For each of the programs listed in this section, the IEP team shall determine the extent to which related services are required in order for the child to benefit from the program. The length of the school day must be equal in duration to that of a regular public school day unless an adjusted school day is required to meet the individual needs of the child. The IEP team shall provide for supplementary services, such as resource room or itinerant instruction, to be provided in conjunction with regular class placement, as applicable.

In those cases where placement is made in a separate day school program or residential school program, the district may abide by the school term of the facility in which the child is placed based on the individual needs of the child.

Findings:

The team concluded West Oaks does not use a continuum of alternative placements. In some files there were no justification for placement statement, and a description of special education to provide was not listed.

Corrective Action: Document the specific activities and procedures that will be implemented and the data/criteria that will be used to verify compliance.	Timeline for Completion	Person(s) Responsible	(SEP Use Only) Date Met
Activity/Procedure: West Oaks will address the continuum of alternative placement, special education and related services to be provided, participation with non-disabled peers, program options, and justification for placement and possible harmful effects of the proposed plan for all students. Data Collection: A copy of each IEP will be sent to Special Education Programs.	January 15th 2008 ongoing	West Oaks	

4 month Progress Report:
8 month Progress Report:
12 month Progress Report:

OTHER STEPS TO IMPLEMENT FOR COMPLIANCE:

1. Develop a special education process. This process must include forms and process for placement, reevaluation and annual review. Training will be given to staff to help with this process.
2. Special education staff must continually update through training offered by Special Education programs.